Clerical and Office Branch   **MESSENGER I**
General Clerical Group
Messenger Series   09/91

Summary

Under general supervision, picks up and delivers mail and supplies; performs routine clerical work; and performs related work as required.

Typical Duties

Picks up, sorts and delivers mail between City departments and the U.S. Post Office; addresses, stuffs and affixes proper postage to envelopes and packages; collects and delivers cash, checks and payroll checks between various departments and assigned banks; delivers materials, supplies and print shop orders to requesting department; picks up and delivers confidential and sensitive evidence used by the Police Department; forwards evidence to federal agencies utilizing appropriate class of mail; performs required emergency mail runs; assists with inventories and filing of records.

Operates postage machine and office equipment; operates a motor vehicle; cleans and services vehicle as required.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and one year of general work experience including some experience as a driver; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Some knowledge of mail sorting techniques; some knowledge of the use and care of office equipment; some knowledge of the various classes of mail; some knowledge of operator servicing and maintenance of motor vehicles.

Ability to follow oral and written instructions; ability to adhere to prescribed routine; ability to accurately check and post mail; ability to perform arithmetic calculations; ability to establish and maintain effective working relationships with fellow employees.

Physical Requirements: Mobility within an office and field environment; operate a motor vehicle through city traffic; lift and carry heavy objects (up to 40 pounds).

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

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Director of Personnel   Department Head